

ST. PAUL'S LUTHERAN CHURCH
Cheyenne, Wyoming
Constitution, Bylaws, and Continuing Resolutions
Updated January, 2008

*EXPLANATION OF NUMBERING: Provisions of the constitution, bylaws, and continuing resolutions pertaining to the same matter have been placed together. **Constitutional provisions** are designated by two numbers for chapter and section (example: C11.01). **Bylaws** are designated by adding a third number (example: C11.01.01). **Continuing resolutions** are designated by a letter and the year of adoption (example: C13.03.A90). These classifications differ only in the extent of deliberation required for amendment, as specified in Chapters 16, 17, and 18. All designations begin with *C" or "C" for Congregation, in keeping with the system used in synod and churchwide documents and in the Model Constitution for Congregations after which this document is patterned. Those items designated "*C" are requirements from the Model Constitution for Congregations.*

***PREAMBLE**

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

Chapter 1. NAME AND INCORPORATION

C1.01 The name of this congregation shall be St. Paul's Lutheran Church.

C1.02 For the purpose of this constitution and the accompanying bylaws and continuing resolutions, the St. Paul's Lutheran Church congregation is hereinafter designated as "this congregation."

C1.11 This congregation shall be incorporated under the laws of the State of Wyoming.

Chapter 2. CONFESSION OF FAITH

*C2.01 This congregation confesses the Triune God, Father, Son, and Holy Spirit.

*C2.02 This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
- b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

- *C2.03 This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- *C2.04 This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- *C2.05 This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- *C2.06 This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- *C2.07 This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3. NATURE OF THE CHURCH

- *C3.01 All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- *C3.02 The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

***Chapter 4. STATEMENT OF PURPOSE**

- *C4.01 The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02 To participate in God's mission, this congregation as part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.

- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

***C4.03**

To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

C4.04

This congregation shall develop an organizational structure to be described in the bylaws. The Congregational Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. Such description shall be contained in continuing resolutions in the section on the Congregation Council.

***C4.05**

This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

Chapter 5. POWERS OF THE CONGREGATION

***C5.01**

The powers of this congregation are those necessary to fulfill its purpose.

***C5.02**

The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

***C5.03**

Only such authority as is delegated to the Congregation Council or other organizational units in the congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. call a pastor, as provided in chapter 9;
- b. terminate the call of a pastor, as provided in Chapter 9;
- c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16;
- e. approve the annual budget;
- f. acquire real and personal property by gift, devise, purchase, or other lawful means;
- g. hold title to and use its property for any and all activities consistent with its purpose;
- h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i. Elect its Congregation Council and require its members to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

***C5.04** This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meeting of any conference, cluster, coalition, or other area subdivisions of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Rocky Mountain Synod of the Evangelical Lutheran Church of America.

C5.05 This congregation shall have a Foundation Fund that will operate as specified in the Foundation bylaws as approved by the congregation. The Foundation shall be incorporated under the laws of the State of Wyoming and the Foundation Board is the custodian of the Foundation Fund.

Chapter 6. CHURCH AFFILIATION

***C6.01** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and the Rocky Mountain Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

***C6.02** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

***C6.03** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
- d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America or with the constitution of the synod.

***C6.04** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. This congregation follows the procedures outlined in *C6.05.

***C6.05** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members

present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.

- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- g. Since this congregation was a member of the Lutheran Church in America, it shall be required, in addition to the foregoing provisions in *C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.

*C6.06 If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

Chapter 7. PROPERTY OWNERSHIP

*C7.01 If this congregation ceases to exist, title to undisposed property shall pass to the Rocky Mountain Synod of the Evangelical Lutheran Church in America.

*C7.02 If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

*C7.03 If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Rocky Mountain Synod.

*C7.04 If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with the congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of the congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

Chapter 8. MEMBERSHIP

*C8.01 Members of this congregation shall be those baptized persons on the roll of the congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

*C8.02 Members shall be classified as follows:

- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.

- c. *Voting* members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation.
- d. *Associate* members are persons holding membership in other Lutheran congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

*C8.03 All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

*C8.04 It shall be the privilege and duty of members of this congregation to:

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

*C8.05 Membership in this congregation shall be terminated by any of the following:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the Congregation Council; or
- d. removal from the roll due to inactivity as defined in the bylaws. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

*C8.05.01 As an assembly of believers in the body of Christ, this congregation exercises spiritual care and concern for all its members.

*C8.05.02 At the close of each calendar year, the Executive Committee (pastor(s) and Congregation Council officers) shall:

- a. revise and publish a membership list according to the classification outlined in *C8.02, and
- b. report to the Congregation Council all confirmed members who have not communed and have not made a contribution of record during that year.

*C8.05.03 The pastor(s) and/or members of the Congregation Council (or member designated by the council) shall directly contact all members who are reported to the Congregation Council under *C8.05.02.b. These inactive members shall be counseled and encouraged to become active in the congregation and the exercise of their Christian faith. Responsibility for inactive members shall rest upon every member of the congregation.

*C8.05.04 A voting member who has not fulfilled the responsibilities of *C8.02.c after contact and counseling shall be removed from the membership rolls by action of the Congregation Council.

Chapter 9. THE PASTOR

*C9.01 Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

- *C9.02 Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.
- *C9.03 Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every ordained minister shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care; and
 - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - b. Each ordained minister with a congregational call shall, within the congregation:
 - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2) supervise all schools and organizations of this congregation;
 - 3) install regularly elected members of the Congregation Council, and
 - 4) with the council administer discipline.
 - c. Every pastor shall:
 - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
 - 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Rocky Mountain Synod of the ELCA.
- *C9.04 The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.05
- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 - 4) the physical or mental incapacity of the pastor;
 - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 - 6) the dissolution of the congregation; or
 - 7) suspension of the congregation as a result of discipline proceedings.
 - b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or, when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council, or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall investigate such conditions personally in company with a committee of two ordained ministers and one layperson.

- c. In case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in *C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- e. If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop, who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation.

*C9.06 At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

*C9.07 During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

*C9.08 This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.

*C9.09 When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

*C9.11 With the approval of the bishop of the synod the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop, shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provision of *C9.05.a.

*C9.12 The pastor of this congregation:

- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
- b. shall submit a summary of such statistics annually to the synod; and
- c. shall become a member of this congregation upon receipt and acceptance of the letter of call.

*C9.13 The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

*C9.14 The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

CHAPTER 10. CONGREGATION MEETING

C10.01 The annual meeting of the congregation shall be held at a time specified in the bylaws.

C10.01.01 The annual Congregation Meeting shall be held between the 1st day of January and the 15th day of February each year. The exact date shall be determined by the Congregation Council no later than its December meeting.

C10.02 A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called at the written request of ten percent of the voting members. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.

C10.03 Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least ten days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

C10.04 Ten percent of the voting members shall constitute a quorum.

C10.05 Voting by proxy or by absentee ballot shall not be permitted.

C10.06 All actions approved by the congregation shall be by majority vote of those voting members present and voting except as otherwise provided in this constitution or by state law.

C10.07 Robert's Rules of Order, latest edition, shall govern parliamentary procedure at all meetings of this congregation.

Chapter 11. OFFICERS

C11.01 The officers of this congregation shall be a president, vice-president, secretary, and treasurer.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of the congregation.
- c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- d. The Congregation Council shall elect the officers from the elected membership of the Congregation Council.

C11.01.01 The president of the congregation shall preside at all meetings of the congregation and of the Congregation Council and of the Executive Committee and shall exercise leadership with the pastor(s) and other officers to see that all parts of the congregational organization function in a foresighted, efficient, and responsible manner in accord with this constitution, the bylaws, and continuing resolutions.

The vice-president shall assist the president through active participation in the Congregation Council and Executive Committee and shall assume the duties of the president in case of his or her temporary absence or incapacity.

The congregational secretary shall be responsible for the official and permanent records of this congregation and shall oversee and support the work of volunteer and staff members appointed to keep minutes and other records.

The congregational treasurer shall be responsible for all financial transactions authorized by the Congregation Council, keeping appropriate financial records, and regular financial reports to the Congregation Council and to the congregation. The treasurer shall oversee and support the work of volunteer and staff members appointed to execute transactions, keep individual giving records, and performing bookkeeping functions.

C11.02 The Congregation Council shall elect officers from among its membership, and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Officers shall be elected at the first Council meeting following the Congregation Annual Meeting, and their terms shall begin at the close of that council meeting.

C11.03 No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12. CONGREGATION COUNCIL

C12.01 The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 24 nor fewer than 12 members of the congregation. Any voting member of the congregation may be elected subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member (a) ceases to be a voting member of this congregation or (b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.01.01 The Congregation Council shall consist of 18 elected members, the pastor(s), and the associate in ministry (if any).

C12.02 The members of the Congregation Council except the pastor(s) and the associate in ministry shall be elected by written ballot to serve for three years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

C12.02.01 Nominations for the Congregation Council shall be made by a Nominations Committee appointed by the Congregation Council no later than its last regular meeting prior to the annual Congregation Meeting. The nominating committee shall nominate at least one person for each vacancy. Additional nominations may be made from the floor of the Congregation Meeting by any voting member.

- C12.03 Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.
- C12.04 The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
 - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
 - e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
 - g. To arrange for pastoral service during the sickness or absence of the pastor.
 - h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
 - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
 - j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- C12.05 The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Wyoming, except as otherwise provided herein.
 - b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
 - c. The Congregation Council may enter into contracts up to two percent of the annual budget for items not included in the budget. Such contracts requiring payment in an amount exceeding two percent of the current year's annual budget require approval of the congregation at a Congregational Meeting, unless funding outside the budget has been secured.
 - d. The Congregation Council shall present an annual budget for adoption by this congregation and shall supervise the expenditure of funds in accordance therewith following its adoption. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
 - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
 - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
 - g. The congregation may receive memorial donations and these will be recorded in a designated section of the current financial records and reported regularly to the Council. These funds may be expended from

time to time as designated by the donors, or appropriate uses identified by the pastor(s) and/or committees. All such expenditures will be approved by the Church Council.

- C12.06 The Congregation Council shall see that the provisions of this constitution, its bylaws, and continuing resolutions are carried out.
- C12.07 The Congregation Council shall provide for an annual review of the membership roster.
- C12.08 The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.
- C12.09 The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.11 The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.11.01 The Congregation Council shall normally meet on the second Tuesday of each month. The date of a particular meeting may be changed by a majority vote of the council or by the Executive Committee.
- C12.12 A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor(s) or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

Chapter 13. CONGREGATIONAL COMMITTEES

- C13.01 The officers of this congregation and the pastor(s) shall constitute the Executive Committee, with powers and duties as specified in the bylaws.
- C13.01.01 The Executive Committee shall be responsible for planning agendas and making arrangements for all meetings of the Congregation Council and official meetings of the congregation. When specifically authorized by the Congregation Council, the Executive Committee shall act on behalf of the Council between regular monthly meetings.
- C13.02 Other committees needed to carry out the continuing work of the congregation shall be established in the bylaws. *Ad hoc* committees for specific short-term objectives may be appointed and charged by the Congregation Council from time to time as the need arises.
- C13.02.01 Standing committees shall be appointed each year to oversee and lead in portions of the congregation's mission concerned with worship and music, educational ministry, social ministry, fellowship, stewardship, church property, finances, youth, mutual ministry, and evangelism. Each such committee shall be composed of one or more members of the Congregation Council plus additional members as needed, all for renewable one-year terms. Terms of standing committees shall be from June 1 to May 31.
- C13.02.02 A Financial Examination Committee shall be appointed by the Congregation Council to examine the books of the congregation and report to the congregation after the close of the fiscal year. The financial examination committee shall also examine the books of any organization within the congregation that maintains separate financial resources.

C13.02.03 A Nominating Committee shall be appointed by the Congregation Council at least 60 days before each annual Congregation Meeting to prepare a slate of candidates broadly representative of the congregation to fill vacancies on the Congregation Council.

C13.02.04 A Call Committee shall be appointed by the Congregation Council whenever a pastoral vacancy occurs. Its term shall expire upon installation of the newly called pastor.

C13.03 Duties of congregational standing committees shall be specified in continuing resolutions.

C13.03.A91 The Educational Ministry Committee in consultation with the pastor(s) shall oversee the conduct and promotion of education through the church schools and activities of all organizations within the congregation. It shall encourage the use of teaching and worship materials published or approved by the ELCA and seek to introduce the church's periodicals and books of family devotion into the homes of the congregation. It shall encourage the continuing education of its own members and of the church school staff. It shall also make recommendations each fall to the Congregation Council for disbursements from the congregation's scholarship funds.

The Fellowship Committee shall plan and carry out activities to deepen and extend the Christian fellowship among all members of the congregation. It shall endeavor to make the Congregation Council aware of the changing makeup of the congregation and promote means of active involvement by those of all ages, interests, backgrounds, and types of family status.

The Evangelism Committee encourages members to actively provide outreach and warm hospitality to all visitors and to deepen the commitment of faith within the church family.

The Finance Committee shall enlist the aid of all standing committees and shall oversee the preparation of a draft budget for the succeeding year and shall submit it to the Congregation Council in time to be proposed to the congregation during the annual stewardship emphasis. It shall oversee all the financial affairs of the congregation, giving particular attention to the prompt payment of all obligations and regular forwarding of benevolence monies to synod. It shall, subject to approval of the Congregation Council, be responsible for the congregation's investments.

The Mutual Ministry Committee's purpose is to affirm and strengthen St. Paul's ministry by building a sense of partnership and mutual support within the congregation, pastor(s), and staff. It is to facilitate communication and understanding in all areas, providing a safe place to hear and understand concerns of the pastor(s) and of individuals, encouraging in every way possible spiritual growth and awareness of God in all our attitudes and behavior. This committee will function according to guidelines developed from ELCA material, especially the publication *Mutual Ministry Committee, A Vision for Building up the Body of Christ*. Membership on the committee is established by the Church Council in consultation with the pastor and members of the committee. In case of multiple staff there is still only one Mutual Ministry Committee, but it has special guideline provisions for support of each pastor and his/her participation in the committee. This committee shall report regularly to the Council and make appropriate recommendations when needed.

The Property Committee sees to the proper maintenance and protection of all property of the congregation and shall take care that it is kept in good repair and adequately insured. This committee shall maintain and update yearly a five-year projection of foreseeable maintenance and replacement costs.

The Social Ministry Committee shall extend Christian compassion and aid to persons having special needs and shall help all other members of the congregation to do likewise. This committee shall study social conditions, in the local community and beyond, in order to bring Christian truth to bear upon critical problems through thoughtful discussion of facts and issues.

The Stewardship Committee shall throughout the year promote the expression of Christian faith in daily living; teach the Christian use of money; educate the congregation as to local, synodical, national, and world ministries; and lead its members to higher levels of proportionate giving for the Lord's work. This committee shall be responsible for annual efforts toward informed and grateful giving.

The Youth Committee shall create youth ministry opportunities for junior and senior high youth of this congregation and their friends.

The Worship and Music Committee shall assist the Congregation Council in seeing that the worship services are conducted regularly and in accordance with the liturgy of the ELCA, that competent worship assistants (ushers, acolytes, communion assistants, lay readers) are recruited and trained, and that all hymnals and other devotional materials are provided and properly maintained. This committee shall supervise and encourage the choirs and other musical groups of the congregation. It shall arrange for care of paraments, vestments, and musical instruments. At the request of the pastor(s), organist or choir director(s), it shall furnish music supplies appropriate for use in the worship services of the congregation.

Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION

C14.01 All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

C14.02 Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

C14.02.A89 This congregation authorizes and supports the following special interest groups:

- a. an Altar Ministry group to assist the pastor(s) in the care of the chancel area and preparation for worship services,
- b. a local expression of the Women of the Evangelical Lutheran Church of America to involve women of all ages in the life of the church, and
- c. one or more Youth Groups to promote the participation of young people in the Christian life and congregational activity.

Chapter 15. DISCIPLINE OF MEMBERS

***C15.01** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If for any reason, the pastor is unable to administer the admonitions required by a) and b) hereof, the president (if not the pastor) or vice president shall administer such admonitions.

- *C15.02 The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws, and *Continuing Resolutions of the Evangelical Lutheran Church in America*. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregation Council after having received a written citation, at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.
- *C15.03 Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition proves ineffectual, the council shall impose one of the following disciplinary actions:
- a. censure before the council or congregation;
 - b. suspension from membership for a definite period of time; or
 - c. exclusion from membership in this congregation.
- Disciplinary actions b. and c. shall be delivered to the member in writing.
- *C15.04 The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.
- *C15.05 Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.
- *C15.06 For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.07 No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- *C15.10 Adjudication
- *C15.11 When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16. BYLAWS

- *16.01 This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *16.02 Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

*C16.03 Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.

*C16.04 Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17. AMENDMENTS

C*17.01 Unless provision *17.04 is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 10% of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or a special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal, together with council's recommendations, at least 30 days in advance of the meeting.

*C17.02 An amendment to this constitution, proposed under *C17.01, shall:

- be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
- be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
- have the effective date included in the resolution and noted in the constitution. (Such an effective date must be stated in relation to the requirements of *C17.03. to allow time for synodical review of the amendment.)

*C17.03 Any amendments to this constitution that result from the processes provided in *C17.01, and *C17.02, shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the Rocky Mountain Synod of the ELCA.

*C17.04 The constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution of the Evangelical Lutheran Church in America* - as most recently amended by the Churchwide Assembly – by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon request of 10% voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18. CONTINUING RESOLUTIONS

*C18.01 The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

*18.02 Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council.

Chapter 19. INDEMNIFICATION

***C19.01** Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending or completed civil, criminal, administrative, arbitration, or investigative proceeding.

Approved by congregation: January 30, 2005
Signed: Marilyn K. Repshire, President

Approved by synod: February 23, 2005
Signed: Katherine Cruson, Rocky Mountain Synod Secretary

Date of adoption by congregation	January 21, 1990
Date of ratification of revision by congregation	January 23, 1994
Date of ratification of amendments by congregation	January 24, 1999
Date of approval by synod	June 3, 1999
Date of ratification of amendments by congregation	January 23, 2000
Date of ratification of amendments by congregation	February 2, 2003
Date of ratification of amendments by congregation	February 1, 2004
Date of approval by synod	May 19, 2004
Date of approval by congregation	January 29, 2006
Date of approval by congregation	January 27, 2008